



## Manor Road Primary School PTFA



Minutes of Meeting Date: Thursday 18<sup>th</sup> September, 2025

In attendance: BW, CH, IK, KM, KA, SB,

| Objective / Agenda Item          | Discussion and Outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Actions                                                                                                                                                                                     |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Apologies for Absence         | MT, CR, DR, SB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                             |
| 2. Previous Minutes              | <p>Online banking – card machine is next action as well as booking online</p> <p>PA System: Ticketed a lot of event – to raise funds</p> <p>Bee Hives: MT to liaise re getting these in</p> <p>Pond: BW to pick this up</p> <p>Bins: Are now in place</p> <p>Garden: Planters are now in place</p>                                                                                                                                                                                                                                                                                        | <p>MT to bring full range of options to next meeting</p> <p>IK to add this into the PTFA newsletter for next week</p> <p>IK to also add this into the Newsletter</p>                        |
| 3. Actions from the last Meeting |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                             |
| 4. Autumn Term Events            | <ul style="list-style-type: none"> <li>Spooky Disco <b>Wednesday 22<sup>nd</sup> October:</b> Moved to a Weds to secure Taz: All years to have fancy dress: set up from 1.30/2pm</li> <li>Pre-Loved Uniform Sale: 6<sup>th</sup> &amp; 7<sup>th</sup></li> <li>Nativity Refreshments: 9<sup>th</sup> &amp; 10<sup>th</sup> of December</li> <li>Colour Stalls: 5<sup>th</sup> Non-Uniform day, 12<sup>th</sup> is colour stalls day</li> <li>Bonfire Bingo: change to Autumn Bingo: Non-Uniform day 24<sup>th</sup> Oct for donations: actual Bingo the 13<sup>th</sup> of Nov</li> </ul> | <p>Volunteer Sign Up sheet: w.c. 29<sup>th</sup> Sept along with letters</p> <p>Message on FB to promote advance sales</p> <p>Advertise this earlier for which colour is for each class</p> |
| 5. Financial Update              | Moved to next meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                             |



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|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 6. Proposed Events      | Refer to proposed event schedule                                                                                                                                                                                                                                                                                                                                           |                 |
| 7. Date of Next Meeting | Thursday 15 <sup>th</sup> January – Halfway House – 6.30pm start                                                                                                                                                                                                                                                                                                           |                 |
| 8. AOB                  | <p>Saving additional gym equipment</p> <p>Sports equipment is the fundraising target</p> <p>Feather Flag: Manor Road</p> <p>4 Balance bikes + 1 shed: £282</p> <p>New PTFA logo: Prize for every class and an overall winner: Send out on the 13<sup>th</sup> of Oct and back in on the 7<sup>th</sup> of Nov (Manor Road colours: what do we want it to include, etc)</p> | CH to sort this |